



## Compliment/Complaint Form

### Compliment or Complaint (circle one)

Office Use Only

Date/Time Received: \_\_\_\_\_ Initials: \_\_\_\_\_

#### Instructions:

1. Fill out form. Please print or type legibly. For TTY/TDD, call 240-773-6000
2. **Complaints alleging excessive force must be signed and sworn to under penalty of perjury and filed with the Department within 366 days of the incident.**
3. Submit/mail this form to the Internal Affairs Division.
4. You will be contacted in writing upon receipt of the Compliment/Complaint form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt. number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Location or address where incident occurred: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m. (circle one) Incident no. (if known): \_\_\_\_\_

Witness' name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Witness' address(es): \_\_\_\_\_

Name of employee(s) involved: \_\_\_\_\_

Describe what happened (attach additional sheets of paper, if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Signature: \_\_\_\_\_

## Compliment and Complaint Form

We, the Montgomery County Police, are committed to providing the highest quality of police services by empowering our members and the community to work in partnership with the goal of improving the quality of life within Montgomery County, while at the same time maintaining respect for individual rights and human dignity.

Our goal is to ensure that our employees are guided by the principles that every individual has infinite dignity and worth, and that we must show respect for the citizens we serve and for the men and women of the Department.

A compliment or complaint, and its subsequent investigation, causes the police to examine the service that we provide to our community and to make necessary improvements in the way we provide those services.

Each complaint will be investigated and appropriate follow up actions taken. You will be informed of the results of the investigation initiated by your complaint. For more information, see the Citizen Compliment and Complaint Process brochure.

If you have a complaint or you would like to compliment an employee, you can fill out this form and either mail it or drop it off at the Internal Affairs Division. Please call 240-773-6000 if you have any questions or need assistance filling out the form.

*Complaints can be filed on actions by any Police Department employee.*

**From County Executive Isiah Leggett  
and Chief J. Thomas Manger**

Thank you for taking your time to let us know how the Montgomery County Police Department can improve the services we deliver.

We are committed to community policing, which depends on a close working partnership between residents and law enforcement. Your feedback helps us to more effectively protect persons and property in the County.

Again, thank you for contacting us.



DEPARTMENT OF POLICE  
INTERNAL AFFAIRS DIVISION  
100 Edison Park Drive  
Gaithersburg, Maryland 20878

**BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 88 ROCKVILLE, MD

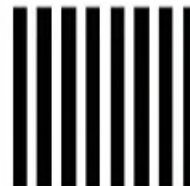
POSTAGE WILL BE PAID BY ADDRESSEE

MONTGOMERY COUNTY MARYLAND

INTERNAL AFFAIRS DIVISION

100 EDISON PARK DRIVE

GAITHERSBURG, MD 20878



NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

Montgomery County Department of Police

# CITIZEN COMPLIMENT & COMPLAINT FORM

INTERNAL AFFAIRS DIVISION



**Isiah Leggett**

*Montgomery County Executive*

**J. Thomas Manger**

*Chief of Police*

For further assistance, contact the  
INTERNAL AFFAIRS DIVISION

240-773-6000

[www.montgomerycountymd.gov/police](http://www.montgomerycountymd.gov/police)

